

# **Board Study Session & Business Meeting (Tuesday, March 11, 2014)**

*Generated by Shelley R Shelton on Wednesday, March 12, 2014*

## **Members present**

Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

## **Staff members and guests present**

Keith C. Rittel, Superintendent; Shelley Shelton, Executive Assistant; Gaye Gibbs, Exec. Director of Elementary Education; Ray Morgan, Asst. Superintendent; Gary Wilson, Exec. Director of Student Services; Stefanie Bryant, Business Administrator; Melissa Frost, Exec. Director of Human Resources; Chad Duncan, Technology Director; Morgan Anderson, Special Programs Director; Darin Loertscher, Josh Espinoza, Tech Support; Mark Wheeler, Facilities Director; Ed Graff, Cenergistic; Charity Williams, Education Support Professionals; Christy Giblon, Kathy Giles, Provo Education Association.

## **Meeting called to order at 4:42 PM**

# **1. 4:55 - 5:30 Executive Session for the purpose of discussing personnel, real estate, and contract matters. Utah Code 52.4.205**

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## **A. Motion to Convene**

I move we go into executive session for the purpose of discussing personnel, real estate and contract matters.

Motion by Shannon Poulsen, second by Julie Rash.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

## **B. 4:45 - 5:00 Personnel**

## **C. 5:00 - 5:25 Real Estate**

## **D. 5:25 - 5:30 Prospective Contract**

## **E. Motion to Adjourn**

I move we adjourn the executive session.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

## 2. 5:53 - 6:33 p.m. Study Session

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A. Welcome: President Michelle Kaufusi

B. Roll Call

C. Cenergistic

Supt. Rittel stated this item is the follow up to the February 28 presentation, and the opportunity for the board to ask any final questions of Ed Graff prior to signing the contract with Cenergistic. The contract will be approved by motion during the business meeting since it exceeds \$50,000. Not anticipating any type of windfall in state funding, this program provides a great opportunity to save significant amounts of money in energy costs and allow the district to potentially backfill other budget areas.

President Kaufusi indicated a recent newspaper article made reference to Alpine School District's partnership with Cenergistic and how much money Alpine had saved.

Board members expressed excitement about the program and potential savings for the district. There were no additional questions for Mr. Graff regarding the program.

D. Capital Budget Transfer Request

Supt. Rittel, Facilities Director Mark Wheeler and Business Administrator Stefanie Bryant had discussed the budget transfer, hoping to confirm the request approval to transfer funds. As they have done their research they have determined they needed more time for conversations with former business administrator Kerry Smith. The request will be tabled for one month.

E. Policy Review

Human Resources and Transportation Director Sam Ray gave the background on the transportation policies and addressed questions from board members.

### **Policy 6605 Safe Travel to and From School**

Q: Are the drills and safety checks mentioned in the policy already in place?

A: Each driver has a binder of drills on their bus that includes all current procedures. It hasn't been formal district policy, but now will be in policy form to conform with state and federal code, and to increase transparency to all stake holders.

Q: "No bus driver will order or allow a student to disembark at other than his/her assigned bus stop unless authorized by transportation." -How does a parent get that authorized?

A: It precludes the driver from saying, "You're misbehaving, get off the bus." Drivers are required to deliver and pick up students at their home. The problem comes when students miss the bus or ride home with a friend. Transportation is then contacted by parents who are wondering where their child is. Transportation has worked with parent permission notes on a space available basis. Unfortunately, that is also often fraught with problems, such as a student writing the note to ride home with a friend without his parent's knowledge or permission, and parents at the friend's house not being home. Occasionally numerous students riding a bus they don't normally ride to an after school activity at a friend's house takes up space for the regular bus students.

Q: Could we include a statement in the policy about making an exception?

A: It's recommended that arrangements for exceptions be made with the principal, who knows the students better than transportation personnel. Principals can call and verify with parents. If a student is missing it would be much easier for the parent to contact the principal than to contact the bus driver.

- Supt. Rittel stated that to protect the district, it would be safer from a legal perspective to not make changes to the policy.

Q: With this policy, is the district liable if a student gets on a bus he doesn't normally ride and something happens / goes missing, etc.?

A: The board must consider where the greater liability lies - in having a policy and following it as best we can, or in not having a policy and having it be an un-addressed problem.

Q: The policy states a copy of the rules of conduct for riding school buses are given to students at the beginning of each school year. Can a copy of the policy be made available to parents at the same time?

A: It could be sent home with bus students, posted on the district and school websites, included in student handbooks and school newsletters.

The decision was made to approve the policy without changes and to take steps to notify parents of the policy.

### **Policy 6608 Video Cameras on School Buses**

Status: 6 buses currently have 2 cameras each. Grant funding will provide the remaining buses with 2 cameras each this summer.

### **Policy 6620 District Transportation: Other Types and Purposes**

As directed by Risk Management, the district cannot lease buses out to private organizations.

The following correction will be made:

- C3: A governmental agency transporting personnel, supplies and/or evacuees in the event of a major forest fire, flood or other natural disaster. ~~7~~ ~~of~~.

### **Policy 6625 Private Vehicle Transportation**

Q: "Under unusual circumstances, the district may approve parents (or a designated parent-approved, responsible adult) driving their children to and from school in their own vehicle on a per-mile cost reimbursable basis." -Parents could decide to stop sending their child to school on the bus then seek mileage reimbursement for driving themselves.

A: This is a state program in lieu of transportation for special needs students and needs to be pre-approved at the beginning of the school year.

Suggestion: Examples of "unusual circumstances", such as unsafe winter driving conditions for buses on the upper east bench, could be added as clarification in the procedures.

### **Policy 6630 Bus Route Selection**

There was no feedback from board members

### **Policy 6650 Vehicle Accountability ("White Fleet")**

There was no feedback from board members

The following HR policies were reviewed by Melissa Frost, Executive Director of Human Resources:

### **Policy 5020 Hiring Standards and Practices**

The policy allows the district to meet state and federal hiring requirements so we're not discriminating for internal and external applicants. It addresses dual immersion teachers who come on a Visa. Procedures are still in draft form.

### **Policy 5271 Whistleblower Protection**

Offers reassurance there will be no adverse action taken against an employee who reports inappropriate actions or violations of laws. Procedures are still in draft form.

## **F. Purchase Order Increase Request**

Business Administrator Stefanie Bryant reviewed increasing the PO amount for Harmony Educational Services for an e-school enrollment increase of 81 students.

Board members expressed an interest in looking at other firms or in developing our own curriculum and online program. Gary Wilson, Student Services Executive Director, indicated the district is looking at having its own

program, but is proceeding slowly. e-School currently has 1200 students.

Decision:

The board will approve the increase request, but the topic will be added to the Apr. 15 board meeting agenda for further discussion.

Member McKay Jensen and Student Services Executive Director Gary Wilson will work together to bring information to the board at that time.

## G. Consent Calendar Review & Questions

There were no questions from the board.

## H. Upcoming Calendar Items

- March 25 study session.
- Apr. 2 - BYU CITES partnership banquet. Board members and spouses are invited to attend. RSVPs to Shelley. BYU conference center.
- Board candidate filing dates Mar. 14-20.
- Foundation Easter Basket Auction - Provo library ballroom - board members will bring \$25 cash or \$25 gift cards to Shannon by Mar. 25. Shelley will send a reminder. Board members will ask community members for donations.

## I. Motion to Adjourn

I move we adjourn the study session.

Motion by McKay Jensen, second by Steven Staples.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

Adjourned at 6:33 p.m.

## **3. 7:00 p.m. Business Meeting**

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### A. Welcome: President Michelle Kaufusi

### B. Roll Call

Following the roll call, President Kaufusi acknowledged and thanked all district employees in the audience.

### C. Opening Remarks: Member Jim Pettersson

Member Pettersson shared personal observations during his time on the board. He expressed appreciation for board members, district employees and patrons. Taking care of our youth, the most valuable resource in our community, is our greatest responsibility. Sometimes it seems we don't make much progress; sometimes we don't celebrate the successes we have. Mr. Pettersson expressed appreciation for those who take the time out of busy schedules to come to board meetings and listen to the board discuss issues that will impact Provo's children.

### D. Pledge of Allegiance: Zach Francom, Wasatch Elementary Student

## 4. Community Connections

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### A. Employee Recognition: Provo Way Awards

Board member Marsha Judkins introduced those being recognized. The Provo Way Award is given to anyone in the district who exemplifies the Provo Way attitude of excellence.

Susan Quebbman, Rock Canyon Music Teacher  
Sharlyn Abbott, District Office Receptionist  
Eileen McDaniel – Librarian at Provost Elementary  
Joy Smith – Speech Language Pathologist at Provo Peaks Elementary  
Becky Witt – Instructional Coach  
Bob Bezzant – Technology Specialist at Dixon Middle School  
Jeff Schoonover – Principal at Provo High School  
Leslie Stilson – Teacher at Spring Creek Elementary  
Jen Storey – Teacher at Dixon Middle School  
Michelle Wages – PTA President at Provo High School

### B. School Report: Wasatch Elementary; Colleen Densley, Principal

Principal Colleen Densley expressed appreciation to the board for supporting the schools in the accomplishment of their goals.

Items reviewed:

- Enrollment
- Demographics
- Wasatch Elementary Celebrates Diversity
- School Mission
- Strong focus on academics
- Ensuring a safe environment
- Philosophy
- Every child has the potential to learn
- Student Achievement Data Trend: Reading (3rd - 6th grades)
- Student Achievement Data Trend: Math (3rd - 6th grades)
- Student Achievement Data Trend: Science (4th - 6th grades)
- Presentation on the Utah Senate Floor 2013 Video
- Educating the Whole Child: Both English and Chinese Immersion strands
- Challenges
- Strategies for Increasing Student Achievement

In response to questions from board members, Principal Densley provided the following additional information:

- A major benefit of the close proximity of Wasatch Elementary to BYU, (across the street), several hundred BYU students volunteer at Wasatch every day. The Wasatch secretary works with teachers, who sign up for times they would like a volunteer in their classrooms. The list is subsequently posted on the TOPS (Tutor Outreach to Provo Schools) Volunteer website at BYU. BYU students also benefit as they cultivate a love of serving. Many continue to volunteer the following semester in spite of the fact that it's no longer a requirement in their American Heritage class.
- Fifth grade English classes receive academic mentoring and observe moot court presentations at the BYU Law School once a week. Students fill out interest sheets and are paired with a mentor with similar interests.
- Traditional, family-centered activities, carried on by two previous generations of Wasatch students living in Provo, have allowed Wasatch to be likened to a small town.

### C. Public Input

There was no public input at this time.

## 5. Business Items

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### A. Approve Cenergistic Contract

I move we approve the five-year contract with Cenergistic with the start up implementation to occur during the remainder of the 2013-2014 school year at no cost, and annual fees of \$265,200 to begin during the 2014-2015 school year.

Motion by Shannon Poulsen, second by Steven Staples.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

### B. Approve Capital Budget Transfer

The decision and action were tabled for one month pending further research by the business office.

### C. Approve Policy 6605 Safe Travel to and from School

I move that we approve new Policy 6605 Safe Travel To and From School.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

### D. Approve Policy 6608 Video Cameras on School Buses

I move that we approve new Policy 6608 Video Cameras on School Buses.

Motion by Julie Rash, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

### E. Approve Policy 6620 District Transportation: Other Types and Purposes

I move that we approve new Policy 6620 District Transportation: Other Types and Purposes.

Motion by Steven Staples, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

### F. Approve Policy 6625 Private Vehicle Transportation

"I move that we approve new Policy 6625 Private Vehicle Transportation.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

## G. Approve Policy 6630 Bus Route Selection

I move that we approve new Policy 6630 Bus Route Selection.

Motion by Jim Pettersson, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

## H. Approve Policy 6650 Vehicle Accountability ("White Fleet")

I move that we approve new Policy 6650 Vehicle Accountability ("White Fleet").

Motion by Julie Rash, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

## I. Approve Policy 5020 Hiring Standards & Practices

I move that we approve new Policy 5020 Hiring Standards and Practices.

Motion by McKay Jensen, second by Julie Rash.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

## J. Approve Policy 5271 Reporting Governmental Action (Whistleblower Protection)

I move that we approve new Policy 5271 Reporting Improper Governmental Action (Whistleblower Protection).

Motion by Jim Pettersson, second by Steven Staples.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

## K. Approve Purchase Order Increase

I move we approve the increase to purchase order #14238 from \$81,200 to \$408,200 for Harmony Educational Services to cover increased e-school enrollment for the remainder of the 2013-2014 school year.

Motion by Marsha Judkins, second by Julie Rash.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

## L. Approve Entering Negotiations: Supt. Contract

I move that we authorize the board president and vice president to engage the superintendent in a renewal of his contract, effective July 1 2014.

Motion by Shannon Poulsen, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

## M. Negotiate a Contract with Stefanie Bryant

I move that we authorize the board president and vice president to negotiate a contract with Stefanie Bryant to be the Business Administrator in Provo City School District, effective immediately.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

## 6. Consent Calendar

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### A. Board Minutes as Part of the Consent Calendar

Resolution: I move we approve the board minutes as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

### B. Feb. 11 Study Session & Business Meeting

### C. Feb. 28 Retreat (Study Session)

### D. Personnel Report as Part of the Consent Calendar

Resolution: I move we approve the personnel report as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

### E. Home School/School Choice/eSchool Report as Part of the Consent Calendar

Resolution: I move we approve the home school and school choice reports as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

### F. Financial Reports as Part of the Consent Calendar



Resolution: I move we approve the financial reports as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

## G. Approve the Consent Calendar

Resolution: I move we approve the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

# 7. Board Member Reports

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## A. Member Shannon Poulsen

Member Poulsen shared a packet containing information about the Provo Foundation, including the annual Easter Basket Auction, and the district's After School Program, directed by Charity Williams. The packets, prepared by Student Services for distribution to community business leaders, include invitations to participate in the Easter Basket Auction. The auction, scheduled for Thursday, April 17 at the Provo City Library Ballroom at 6:30 p.m., will feature food provided by the Provo High School ProStart (foods classes) and music by Timpview High School instrumental groups.

The After School program provides academic achievement incentives as well as a safe, supervised environment for students after school.

# 8. Superintendent's Report

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## A. Approved Student Travel

Superintendent Rittel also reported that principal candidates for Timpanogos Elementary School will be interviewed Thursday morning. Principal candidates for Wasatch Elementary School will be interviewed Monday morning.

# 9. Adjourn

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## A. Motion to Adjourn

I move we adjourn the business meeting.

Motion by Marsha Judkins, second by Steven Staples.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

The business meeting was adjourned at 8:03 p.m.